**Confidential: Protect**

**Job Application Form**

We are committed to equal opportunities in employment, and we positively welcome your application irrespective of your sex, race, colour, ethnic origin, nationality, sexuality, disability, gender identity, marital status, religion, trade union activity or age. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

* Please read the instructions carefully and answer all relevant sections.
* Ensure you account for any gaps in your employment or education history. This is a safeguarding requirement.
* It is an offence to apply for this role if you are barred from engaging in regulated activity related to children (Keeping Children Safe in Education)
* If using this form electronically, please select the relevant box and a cross will automatically be put in place.
* Submit this form and the Equality Details Form prior to the closing date and time. Incomplete or late applications will not be considered.
* This form may be provided in other formats on request.

**1.Vacancy Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title |  | | |
| Phases you wish to teach (teaching roles only) | KS3 | KS4 | KS5 |
| Main subject |  | | |
| Subsidiary subject |  | | |
| Other Subject Interests e.g. sport, music, community language *(Please give details)* |  | | |

**2.Your Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name(s) |  | | | | |
| Surname(s) |  | | Title (e.g. Mr, Mrs) | |  |
| Preferred Name (if applicable) | |  | | | |
| Previous Surname (if applicable) | |  | | | |
| National Insurance Number | |  | | | |
| Do you have the right to live and work in the UK? | | Yes | | No | |
| If yes, please state on what basis: | | UK citizen  EU settled status  Skilled worker visa  Graduate visa  Youth mobility visa | | Other – please provide full details | |

**Guidance Notes**

Every section in the application form must be completed as fully as possible; the information provided must be accurate. It is an offence to provide false information in your application. We do not accept Curriculum Vitae (CVs). When completing the form, please provide your entire work history, including a description of any gaps in this history. This is a safeguarding requirement. You should outline the skills, qualifications and experience you have, which are relevant to the job you are applying for.

*‘Further information in support of your application’ section*

This is an important part of the application form, where you have the opportunity to explain why you are suitable for the job you are applying for. Clearly demonstrate how you meet the criteria/competencies for the role (outlined in the Person Specification) giving examples from your personal, educational or work career. If you do not meet all the essential criteria, you are unlikely to be invited to interview.

*Declaration of interests and relationships*

We ask all potential employees to inform us of any relationships to governors or staff to ensure that everyone is treated fairly and there is no reason why offering a role would create a conflict of interest.

*Equality details form*

This information is used to monitor our progress as an equal opportunities employer; only collated non-identifiable information will be published.

*Confirming the outcome of an application*

Due to the volume of applications, it is not possible to respond to them all. Please assume you have been unsuccessful if you have not heard from us within four weeks of the closing date. If you are successful in being shortlisted for interview, we will contact you.

*Pre-employment Checks*

If you are offered a job the offer will be conditional on satisfactory pre-employment checks including: references, qualifications, evidence of identity and the right to work in the UK (in accordance with the Immigration, Asylum and Nationality Act 2006), as well as a medical questionnaire.

*Disclosure and Barring Service (DBS) check*

Phoenix is legally obliged to process an enhanced DBS check before making appointments to relevant posts. The DBS check will show spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police considered relevant to the role. Any information “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a ‘barred list’ check. It is an offence to seek employment in regulated activity if you are on a barred list.

*Time spent living or working overseas*

If you have lived or worked outside the UK within the last five years, Phoenix must make further checks to comply with safer recruitment requirements. Completion of the ‘overseas confirmation’ form is mandatory.

The information you provide on this form will be processed in accordance with the requirements of the General Data Protection Regulations. For further details of how we use the information provided, please refer to our Privacy Notice on the Phoenix Collegiate website: [https://www.phoenixcollegiate.org/Ofsted-and-Statutory-Information/](https://protect-eu.mimecast.com/s/-C59C2x8EHMnxQpUnTrHr?domain=phoenixcollegiate.org/)

**Please return your completed application to** [**phoenixcollegiate@hays.com**](mailto:phoenixcollegiate@hays.com)

**3. Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Address |  | Home Tel. No |  |
| Mobile Tel. No |  |
| Post Code |  | Email Address\* |  |
| \**If provided this will be used for future correspondence.* | | | |

**4. Employment History**

**Current Employment**

Please provide details of your current employment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title | Employer Name and Address | Dates | | Main Duties  (Please state full or part-time) | Reason for Leaving |
| From | To |
|  |  |  |  |  |  |

**Previous Employment**Please provide details of previous employment since leaving school, including voluntary work. List the most recent first. Account for any gaps.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title | Employer Name and Address | Dates | | Main Duties  (Please state full or part-time) | Reason for Leaving |
| From | To |
|  |  |  |  |  |  |
| If required, continue on a separate sheet and tick here to confirm you have done so | | | | |  |

**5. Education and Training**

**Education & Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please provide your education and other qualifications (starting with the most recent). Account for any gaps in education. You will be required to produce evidence of qualifications | | | | | |
| Dates attended  from – to MM/YYYY | | School, College or  Training Provider | Courses attended/  Qualification gained | Grade/Level | |
|  |  |  |  |  | |
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| If required, continue on a separate sheet and put a cross here to confirm you have done so | | | | |  |

**Teaching Registration Status (if applicable)**

|  |  |  |
| --- | --- | --- |
| Please provide details of teacher registration | | |
| Teacher Ref Number: |  | |
| Do you have Qualified Teacher Status | Yes | No |
| If ‘Yes’, please answer the questions below. | | |
| QTS certificate number (if available) |  | |
| Did you gain QTS after May 1999? | Yes | No |
| Are you a post threshold teacher? | Yes | No |
| Date of successful application |  | |

**Training and Professional Development**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please provide (starting with most recent) training or professional development undertaken (in the last 5 years) relevant to the job you are applying for. | | | | | |
| Dates attended  from – to MM/YYYY | | Course title | Education or  Training Provider | Qualification gained | |
|  |  |  |  |  | |
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|  |  |  |  |  | |
|  |  |  |  |  | |
|  |  |  |  |  | |
| If required, continue on a separate sheet and put a cross here to confirm you have done so | | | | |  |

**Other Professional Registration**

|  |  |
| --- | --- |
| Please provide details of any professional memberships you have which are relevant to the job you are applying for. | |
| Professional membership |  |
| Registration Number: |  |

**Driving Licence**

|  |  |  |
| --- | --- | --- |
| Do you have a valid driving licence | Yes | No |

**6. Further Information in Support of your Application**

|  |
| --- |
| Please provide relevant additional information which demonstrates how you meet the specification for the role. |
|  |

**Further Information in Support of your Application** **(continued)**

|  |  |
| --- | --- |
|  | |
| If required, continue on a separate sheet and put a cross here to confirm you have done so |  |

**7. Reference Details**

|  |
| --- |
| Please give details of two referees, one of which must be your current or most recent employer. References will not be accepted from relatives or friends and no appointment will be confirmed without first taking up references. Phoenix Collegiate reserves the right to seek any additional references we deem appropriate. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Referee 1 – Current/Most Recent Employer or Educational Establishment** | | | | | | |
| First name(s) |  | Title (e.g. Mr, Mrs) | |  | | |
| Surname |  | Job Title | |  | | |
| Organisation |  | Relationship | |  | | |
| Address |  | | | | | |
| Post Code |  | | Tel. No | |  | |
| Email address |  | | | | | |
| Can we seek this reference without further consent from you? | | | | | Yes | No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Referee 2** | | | | | |
| First name(s) |  | Title (e.g. Mr, Mrs) | |  | |
| Surname |  | Job Title | |  | |
| Organisation |  | Relationship | |  | |
| Address |  | | | | |
| Post Code |  | | Tel. No |  | |
| Email address |  | | | | |
| Can we seek this reference without further consent from you? | | | | Yes | No |

**8. Relationships**

|  |  |  |  |
| --- | --- | --- | --- |
| Are you related to, or do you have a personal relationship with, any governor, employee or student of Phoenix Collegiate? | | Yes | No |
| If YES, please provide details: | | | |
| Name | Relationship to you | Role at Phoenix | |
|  |  |  | |
|  |  |  | |

**9. Flexible Working**

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| --- | --- | --- |
| Generally, all jobs can be open to part-time or job share arrangements (where a position may be split into two part-time positions) unless there are compelling and objectively justified reasons to the contrary. | | |
| Do you wish to apply for the position on a part-time or job-share basis? | Yes | No |
| If YES, this will be discussed with you if you are short-listed for interview. | | |

**10.Disability Requirements**

|  |  |  |
| --- | --- | --- |
| We positively encourage applications from disabled people who have the necessary skills and experience for the post. If you have a disability or impairment, please outline below any reasonable adjustments you require to attend for an interview. | | |
| Do you require reasonable adjustments for your interview? | Yes | No |
| If YES, please specify below | | |
|  | | |

**11. Retirement**

|  |  |  |
| --- | --- | --- |
| Are you in receipt of a Teachers’ Pension? | Yes | No |
| If yes, state date effective from and the type of pension you are receiving?i.e. Actuarially Reduced Benefits, Age, Phased, Premature or Ill Health retirement**:** | | |
|  | | |

**12. Dismissal**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you ever been dismissed from a school for misconduct? | | | | Yes | No |
| If YES, date |  | Name of School & LA |  | | |
| If YES, please attach full details of the reason for the dismissal in a sealed envelope marked ‘Private and Confidential’ and return with your application. | | | | | |

**13. Compulsory declaration of any convictions, cautions, reprimands, warnings or bind-overs**

|  |
| --- |
| If you are shortlisted you will be required to complete a ‘Disclosure of Criminal Record’ form and bring the completed form to interview. The information you give will be treated as strictly confidential.  A disclosure will not automatically disqualify you from consideration.  Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for.  However, offences relating to children may make you unsuitable since this is a ‘regulated position’ under the Under the Criminal Justice & Courts Services Act 2000. Please refer to Phoenix Collegiate’s Safer Recruitment Procedure: [https://www.phoenixcollegiate.org/Vacancies/](https://protect-eu.mimecast.com/s/TzLHC4Q6JtXLjxBIBjp1q?domain=phoenixcollegiate.org/) |

**14. Social media check**

|  |
| --- |
| In accordance with Department for Education statutory guidance ‘Keeping Children Safe in Education 2022’ (KCSiE), Phoenix will conduct an online search of publicly available information as part of due diligence in the Recruitment Clearances process. The outcome of an Online search will be used only to meet the intended purpose of the KCSiE 2022 guidance, in relation to whether an applicant is suitable to work with children and young people. No other aspects of personal profiles will be used to form an opinion of a candidate. |
| I understand that an online search will be conducted on my name(s) if I am shortlisted for the above role, I am also aware that the school may want to explore anything they find with me at interview stage”  Print name: |

**15. Declarations**

|  |  |  |  |
| --- | --- | --- | --- |
| By making this application, I consent to the information within this form being processed and retained for recruitment, selection and employment related purposes only. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed. | | | |
| Signature |  | Date |  |

**Please return your completed application to** [**phoenixcollegiate@hays.com**](mailto:phoenixcollegiate@hays.com)